



Wisconsin Union
D I R E C T O R A T E

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Games

Events Associate Director

Overview

- This position is a volunteer, leadership position with the Wisconsin Union Directorate, student programming board.
- Each committee of the Wisconsin Union Directorate is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Each Associate Director is asked to dedicate 10 hours a week to the position. As a thank you for your service, you will receive a \$75/month stipend on your Wiscard for 8 months of the academic year.

Committee Purpose

WUD Games is a committee with the goal of learning new things, making emotional connections, and crafting a community through gaming. This community should have a strong focus on being inclusive to everyone, regardless of identity or experience within the gaming space. WUD Games has a central structure around talking and discussing games of all varieties. This would include both video and board games, and all other manner of things that are considered games.

General Events Associate Director

- Collect information on what is needed to host events such as: Game tournaments, Board Game/Puzzle Nights, Gaming community events, as well as additional regular scheduled events
- Facilitate and oversee an event planning subcommittee in order to allow contributions from the committee in the event planning process, to allow for active involvement and future support of WUD Games
- Assist in the planning and execution of weekly Game Nights focused on a game chosen by the committee
- Creating an open space that does not allow for gatekeeping and encourage those to play regardless of experience or previous knowledge
- Update and improve binder of detailed program information and training materials for next year's associate director
- As an Associate Director, you are encouraged to coordinate with the WUD Games Director to plan nontraditional social events for committee members

Online Events Associate Director

- Collect information on what is needed to host events such as: Game tournaments, Board Game/Puzzle Nights, Gaming community events in an online space.

- Work with members of the committee to develop effective and interesting events that meet students where they are.
- Engage in subcommittee meetings and host meetings to gauge needs of the committee.
- Creating an open space that does not allow for gatekeeping and encourage those to play regardless of experience or previous knowledge
- Manage the presence of WUD Games in online communities, ensure the space is kept welcoming and comfortable
- Lead the charge in recruitment for online exclusive roles such as moderators
- Take initiative in the propagation of online tools such as associated game servers and streaming platforms
- Actively participate in planning and promoting WUD Games and WUD-wide events beyond individual series responsibilities
- As an Associate Director, you are encouraged to coordinate with the WUD Games Director to plan nontraditional social events for committee members

Marketing Associate Director

- Collect and arrange weekly info regarding Games and utilize this for marketing purposes including (but not limited to): Facebook Events, flyering, social media posts, Union website, class/RSO emails, etc.
- Involve committee members in marketing decisions through training of publicity techniques, sharing resources, and delegating tasks. Associate Directors must ensure continued active involvement of committee members in all aspects of program planning and execution to ensure future support for WUD Games.
- Send out weekly updates to our email list including information on when and where our events will be taking place.
- Regularly posting all WUD Games events to the Union website, ensuring all information is detailed and accurate
- Contribute to the design and marketing of our materials, including but not limited to: Trifold, flyers, email format, Facebook covers.
- Update and improve binder of detailed program information and training materials for next year's associate director.
- As an Associate Director, you are encouraged to coordinate with the WUD Games Director to plan nontraditional social events for committee members.

Special Events Associate Director

- Assist in the planning and execution of weekly Game Nights focused on a game chosen by the committee
- Creating an open space that does not allow for gatekeeping and encourage those to play regardless of experience or previous knowledge
- Manage and brainstorm irregular events that do not fall within the jurisdiction of the other assistant director positions
- Cultivate and organize the yearly Dungeons & Dragons groups
- Run subcommittee meeting to propagate and synthesize external activities into the committee plans
- Work to bring novelty and surprise to the games committee
- Develop, with the advisor and director, a set of event planning goals for the upcoming year
- Actively participate in planning and promoting WUD Games and WUD-wide events beyond individual series responsibilities
- Make a commitment to regular WUD Games Committee events, such as the gaming nights and other WUD Games hosted events, being a present presence and helping to usher new committee members into being part of the process of managing these event spaces
- As an Associate Director, you are encouraged to coordinate with the WUD Games Director to plan nontraditional social events for committee members

Additional Responsibilities of an Associate Director:

1. Games Committee Director may exercise the option to create a more detailed list of responsibilities for Associate Directors, if deemed necessary.
2. Attend mandatory weekly Games Committee Leadership Team and Games Committee meetings and hold general office hours
3. Collaborate with fellow Associate Directors to coordinate events to promote games and create engaging atmospheres for audiences.
4. Communication: Discuss any issues or ideas with the Director or Advisor
5. Make a commitment to regular WUD Games Committee events, such as the gaming nights and other WUD Games hosted events, being a present presence and helping to usher new committee members into being part of the process of managing these event spaces
6. Maintain regular communication among the Director, other Associate Directors, Coordinators, Advisor and committee members regarding your areas of responsibility.
7. Have a willing attitude to go above and beyond general duties assigned to Associate Directors when necessary.
8. Maintain a positive attitude toward larger Wisconsin Union Directorate and Wisconsin Union issues and policies.
9. Have fun! MANDATED!